

Litchfield Planning Board

March 24, 2009

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Minutes approved 4/7/09

Members Present:

Alison Douglas, Chairman

Edward Almeida, Vice Chairman

Marc Ducharme, Clerk

Leon Barry, Bondsman

Carlos Fuertes, Alternate

Steve Perry, Selectmen's Representative

Jayson Brennen (arrived at 9:15 p.m.)

Also present:

Joan McKibben, Administrative Assistant

AGENDA:

1. Election of Officers

2. Allocate discretionary building certificates (correction)

3. Review and Release Escrow Accounts

4. 2009 Planning Board Budget

Any Other Business: Correspondence

Approval of Minutes 2/17/09 and 3/3/09

Acting Chairman Alison Douglas called the meeting to order at 7:08 p.m. Carlos Fuertes was appointed as a voting member.

ELECTION OF OFFICERS

Chairman - Mr. Perry **Nominated** Alison Douglas as Chair. Mr. Ducharme seconded. Motion carried 5-0-1.

Vice Chairman - Mr. Ducharme **Nominated** Edward Almeida as Vice Chair. Mrs. Douglas seconded. Motion carried 5-0-1.

Clerk - Mr. Perry **Nominated** Marc Ducharme as Clerk. Mr. Fuertes seconded. Motion carried 5-0-1. Mr. Leon Barry remains as bondsman.

Member Appointment - Talk went on as to appointing Carlos Fuertes as a full member. Mrs. Douglas **MOTIONED** that we submit to the Selectmen a recommendation for Carlos to go from an alternate to a permanent voting member. Mr. Barry seconded. Motion carried 5-0-1. A letter will be sent to the Board of Selectmen.

Alternates - The Board discussed advertising for alternate members. This can be done by use of the Reader Board, Cable TV or newspapers. Mrs. McKibben will take care of the advertising.

BUILDING CERTIFICATES

The Building Certificates approved at the last meeting were incorrect. The following certificates should have been issued: Fallon II (5 certificates) and Rolling Acres III (1 certificate). Mr. Barry **MOTIONED** to accept the revised discretionary certificates. Mr. Almeida seconded. Motion carried 6-0-0.

RELEASE OF ESCROW ACCOUNTS

Mr. Barry **MOTIONED** to release the accounts to total dollar value to:

1. Open Doors Church 2. Bobby Savoie 3. Donna Kehoe 4. Empire Homes Gilcreast Farms 5. Sawmill Brook Dev. Phase IV 6. Continental Golf Course (9 Hole) 7. Continental, Richard (Homestead Ct.), 8. Continental Paving quarry project plus/minus \$2,000 9. RJ Moreau Augusta Way 10. West Old English Estates Westview 11. Etchstone Cutler Road Fernwood 12. West Old English Estates 13. Eric Lavoie (Talent Road) 14. Lenny Vigeant. It was seconded. Motion carried 6-0-0.

CORRESPONDENCE

The Board is in receipt of a letter from EBI Consultants requesting the Planning Board comment on a proposed site plan for a 144 foot tower to be placed on the Tabernacle Church property. At this time, they are just looking for comments from the Board regarding historical aspects only. This was discussed.

BLOSSOM/CANDLERIDGE

The Board will meet with Town Counsel at 6:30 p.m. on April 7, 2009, in nonpublic session before meeting with Attorney Charles Cleary who represents Lion Development. The Board had previously met with Attorney Cleary on February 17, 2009, concerning the matter of certificates of occupancy.

2009 DEFAULT BUDGET

The Board reviewed the default budget to see where it can cut money per the request of

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the Board of Selectmen. There is an overage in the insurance line items for health and dental of \$3,654. The special project money came out of the 2008 budget, so there is an overage of \$6,000. The line item for NRPC planner is short; money needs to be added to it. Other line items that could be cut are public notices and ads, recording fees, equipment repair, office supplies, and copy charges should be 0. The line item for seminars needs to be increased and also mileage and tolls.

Mrs. Douglas will prepare the default budget spreadsheet showing the line items cut and present it to the Board of Selectmen at the department head meeting on Monday, March 30, 2009.

ANY OTHER BUSINESS

Agendas - Mr. Barry talked about limiting an applicant's time before the Board. Mr. Perry said that the Board can set time limits. Mr. Barry felt that applicants want to do both application acceptance and approval on the same night and this is time consuming. There are times when the applicant is not completely ready when coming before the Board; there are too many items missing. All and all the Board may put a time limit and see how it works.

Mr. Brennen arrived at 9:15 p.m.

Minutes - Mr. Barry **MOTIONED** to accept the minutes of 2/17//09 as written. Mr. Perry seconded. Motion carried 4-0-3.

Mr. Barry **MOTIONED** to accept the March 3, 2009, minutes as written. Mr. Perry seconded. Motion carried 2-0-5.

Economic Development - Mr. Almeida gave a brief update on the progress of the committee. He said that there is a prototype for the test website on the NRPC's website. The committee has to finish up the website and get it approved by the Board of Selectmen, and do the summit which is May 14, 2009. Mrs. McKibben, member on the committee, added that the survey to the businesses has to be completed. Mr. Almeida will forward the links to the website to Board members. Mr. Almeida further stated that the committee is targeting all businesses.

Workforce Housing - Mr. Barry asked about the mapping discussed with Steve Schaffer from NRPC of designated areas in town for workforce housing. Mr. Perry said that he (Schaffer) will be returning when he has completed the mapping.

There being no further business, Mr. Brennen **MOTIONED** to adjourn the meeting. Mr. Barry seconded. Motion carried 7-0-0. The meeting adjourned at 9:30 p.m.

Lorraine Dogopoulos, Recording Secretary

